Time & Leave Entry
Default Schedule – Exempt Employee

SCENARIO: View and OK to Process Default timesheet for an Exempt Employee.

STEP 1:	Select the menu items in the following order: **Time and Leave > Maintain Employee Timesheet**
Expected Results:	The Find an Existing Value page will display.

STEP 2:	You must enter **SOKID** in the Set ID field. You may enter the following primary search criteria: A. **Department ID** in the "Department" field; B. **Pay Period End Date** in the Pay Period End Date field; C. **Employee ID** in the "EmplID" field; D. **Employment Record Number** in the "Employment Rcd Nbr" field; E. Click **Search**. You may wish to enter the following alternate search criteria: A. Employee's **Name** in the "Name" field; or B. Employee's **Social Security Number** in the "Social Security #" field.
Expected Results:	Search results will display with criteria matching that which you entered in the Find an Existing Value page. If you completed all actions, A-E, the Time Entry Daily page will display instead of the search results.

STEP 3:	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by **Clicking** on the employee's row of information.
Expected Results:	The employee's timesheet will display.

STEP 4:	**View** the timesheet. Since the exempt employee is attached to the EXMT work schedule, the timesheet will not have any hours nor earnings code listed. An exception is if the exempt is attached to a holiday schedule other than PSTV. A timesheet that contains a holiday will display the HDE earnings code and appropriate hours on the day of the holiday if the exempt employee is attached to any holiday schedule except for PSTV.
Expected Results:	You are verifying the exempt employee has a timesheet for the specified pay period.

STEP 5:	**Click** on the "Ok to Process?" checkbox.
Expected Results:	A checkmark will display in the "Ok to Process?" checkbox.

STEP 6:	**Click** on "SAVE."
Expected Results:	The words, Processing and then Saved will flash on the upper right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.

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